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(July-Dec. 1959)

Chief, Management Staff

2 July 1959

Chief, Records Management Staff

Weekly Report for Week Ending 1 July 1959

1. Contributionsa. Tangible

- (1) Completed 14 new and 18 revised forms and made 33 forms obsolete.
- (2) Received 422 cu. ft. of records at the Center from seven offices.
- (3) The Records Center destroyed 65 cu. ft. of records and has a balance of 666 awaiting destruction.

b. Intangible

- (1) In collaboration with Office of Personnel, reduced number of copies of the Staffing Complement Change Authorization, Form 261, from 11 parts to 8 parts. This will provide a saving of over 75,000 sheets of paper annually.
- (2) Developed a new form to be used in the Indexing of Microfilm on the project [ ] will be concerned with [ ]

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2. Assignments - Activea. Forms

- (1) Nineteen new and 10 revised forms in process. ✓
- (2) Teletype Dissemination Information Reports and Systems. ✓
- (3) Revision of Dispatch Forms. ✓
- (4) Improved Management of Stocked Forms. —
- (5) Uniform Information Report. ✓
- (6) New Building Project. ✓ A revision in the budget system is necessary because the colors have bleached out as a result of the sun.

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- (7) Agency Chain Envelope. ✓ Office of Security concurred in use of Envelopes in Continental U. S.
- (8) Expediting Printing of Information Reports. ✓ Form further revised to include requirements of OO and DD/P.
- (9) Revision of Courier Receipt and Log Record, Form 240. ✓
- (10) Improvement in Quality of Information Reports Production. ✓ Discussed with a Reports Officer from one field station problems experienced in preparing master copies. Inferior carbon paper appears to be the primary cause and steps are being taken to correct the problem.

b. Shelf Filing

- (1) Office of Personnel. ✓
- (2)   
Preparation of folders completed by Interim Assignment Branch.
- (3) Office of Security. ✓
- (4) OOR. ✓
- (5) OTR. ✓

c. Filing Systems

- (1) FBIS : ✓

d. Audit and Revision of Records Control Schedules

- (1) Executive Registry. ✓

e. Special Projects ✓

- (1) Revision and Reorder of Overnight Storage Boxes. ✓
- (2) DD/P Support Records. ✓ Schedule completed and delivered to the Special Committee on 30 June.
- (3) Predecessor Agency Records. ✓
- (4) Revision of Training Material to be used by OTR. ✓
- (5) Demonstrator File on Subject-Numeric System. ✓ Interim Assignment Branch has prepared a set of folders and guides for our use.

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**2. Vital Records** ✓

- (1) Met with representatives from several DD/T offices to correct procedural problems for depositing vital records.
- (2) Re-evaluation of OTR Program continues.

**3. News**

- a. Six members of the Staff attended the Briefing on the Application of EDP Machines.

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